Steps for Toolkit 2004 Deployment and Training in Field Offices

1. Run a Toolkit Check-in wizard.
    a. Run a final Toolkit Check-in Wizard SCAN Report. On Step #2 set the date back to January 1, 2001. Make sure all customer folders that are to be checked in have a SCIMS customer attached. Make an attempt to have the SCAN report be a mirror image of the F:\drive. Print this scan report or save it as a word document. Send a copy to Suzanne Collier with your deployment report for that office.
    b. Run a final upload. Upload ALL customer files. Make note of those that fail. . Expand the report so the names of all databases are shown. Print this upload report or save it as a word document. Send a copy to Suzanne Collier with your deployment report for that office.

2. Copy specific files to the hard drives of the computer. This will be done **once per workstation**.   Be sure to do this on all CCE workstations in the field office, including the NRCS District computers.

    A. Set up config file for GPS_Data Folder, Photos, and Assistance_Notes (if needed).
        1. Edit the file CustomerFolderStructure.txt located in the directory
           C:\Program Files\USDA\Toolkit5\Config Files
           (After editing this file on the first system, it is advisable to copy this file to all other systems, to avoid typos and differences in the set-ups on each system.)
        2. Copy F:\geodata\ortho_imagery to C:\geodata
           Copy F:\geodata\topographic_images to C:\ geodata

    B. Download the customized Toolkit ArcMap template for the county, using the guidance provided by GIS.
        1. Follow instructions found on the GIS page of the Oklahoma Intranet.

    C. Download GPS and Soil Data Viewer (SDV-DNR.apr) file.
        1. Follow instructions found on the GIS page of the Oklahoma Intranet.
        2. Open the shortcut to see if it finds the necessary extensions
        3. If it asks "where is" an extension, Exit and Download from the GIS intranet site, "NRCS View Tools" and "Service Center Data Loader"
           http://intranet.ok.nrcs.usda.gov/gis/Arcview_Extensions/arc_extensions.htm

    D. Download the Oklahoma Supplemental Planning Symbols, found on the GIS page of the Oklahoma Intranet. This is a self-extracting file, that you then upzip.

        1. Click on Oklahoma Supplemental Planning Symbols
        2. Click the Yes button if the Internet Explorer Window asks if you want to continue.
        3. On the File Download Window click the Open Button.
        4. On the WinZip Self-Extractor Window click the Unzip Button. It will tell you that the file(s) unzipped.

3. The following steps will be **done for each user** on each workstation on which they are already set up as a user. HINT: If they do not have NetMeeting set-up on that computer, they have not set themselves up as a user in accordance with the IT directions and should not be running Toolkit from that workstation.

    A. Toolkit Preferences.
        - Set the Toolkit preferences for all users on all workstations on which they are already set-up as a user.
    B. Toolkit Icon.
        - Put a Toolkit Icon on the desktop.
    C. Quick Map shortcut.
        - Put a Quick Map shortcut on the desktop. Locate the file *QuickMaps_xxx.mxd* from C:\geodata\local_geodata, right click and send to desktop(create shortcut).
    D. SDV_DNR Garmin shortcut.
        - Put a shortcut to the SDV.DNR.apr file on the desktop. This file is located in the directory C:\geodata\local geodata.

4. Provide Toolkit 2004 training for all steps of the planning process. Cover all areas covered in the PowerPoint Slides on the planning steps. Or all areas covered in the follow-up training agenda.

Check Sheet for Toolkit 2004 Deployment and Training in Field Offices

Toolkit Check-in Wizard	
	Toolkit Scan Report Completed (attach copy to this report)
	Toolkit Upload of all Customer Files Completed (attach copy to this report)
	Explain reason why all customer files were not uploaded if that situation occurs:
Steps for each workstation	
	Edit basic Customer Folder Structure
	Download customized Toolkit ArcMap Template for the county
	Download SDV-DNR.apr file
	Download the Oklahoma Supplemental Planning Symbols
	Copy F:\geodata\ortho_imagery to C:\geodata
	Copy F:\geodata\topographic_images to C:\ geodata
Steps for each user on their workstation(s)	
	Set Toolkit Preferences
	Put Toolkit 2004 Icon on the Desktop
	Put an Quick Map shortcut on the Desktop
	Put a shortcut to the SDV-DNR.apr file on the Desktop
	Open the shortcut to see if it finds the necessary extensions
	If it asks "where is" an extension, download from the GIS intranet site
	http://intranet.ok.nrcs.usda.gov/gis/Arcview_Extensions/arc_extensions.htm
Toolkit 2004 Training	
	Provide Toolkit 2004 training to all Level I planners in the Field Office (including District Partners, as needed)
	Provide report back to Suzanne Collier on the training, including the date it was provided, who attended, what was covered, and any other information that may be pertinent in determining the need for additional training or follow-up assistance.
	Toolkit Trainer/Contact can check for Excel Error message and fix, or wait and see if users experience the problem.